

Organizing Kit Working Group Minutes October 27, 2014 (3rd meeting)

Present: Joe, Bronwyn, Mary, Malcolm, Katherine, Saskia, Baby, Valentine, Elke, Jane

Minute takers - Saskia, Katherine

Identity recorder

Recommended agenda

- Period of centering
-
- Check in-with opening statements from the committee members
 - Joe - preparing trip to Palestine and Israel, daughter moved out
 - Baby - preparing for a conference presentation in English
 - Bronwen - taking the call from the laundry on the roof, there is lots of spiders - AVP International progressing nicely
 - Katherine - we are moving from a house to a unit (condo) - I am gradually returning to AVP and are catching up with my emails. I have just read all Joe's emails from the last few months - AVP Sydney is working with refugee organisation
 - Mary - clerk of AVPLA Council - developing community programs - member of Violence Prevention - looking at reentry network programs where we could present as well as neighborhood groups. An example: "Ceasefire", a neighborhood group. They are victims/perpetrators where community trauma has occurred and deeply has affected families.
 - Saskia - handing over to a local Guatemala coordinator - writing organisational manual - will write a memorandum of understanding template to use with AVP partners
 - Valentine - has an overdue work project - has finished T4F workshop, has 12 new facilitators and is excited about the prospect of more workshops in the next year
- Katherine on Manuals:
- Decided to use US terminology and language when writing the FTM manual .
- Version control important- date and initial new edits, use New York time.
- In US 80%-85% of workshops are in prisons, outside the US 80%-85% workshops are not in prisons
- three different AVP groupings - AVP USA, the rest of the developed world, and developing countries - each groupings has different distinct needs

- Concerned about the use of the term “certified courses’ - this is a widely recognised educational term and this does not apply to AVP
 - Recommend using the term “partners” rather than “sponsor”
 - Could use “Committee” rather than “council”.
 - Need a discussion on terminology. Need a glossary of terms.
 - Trauma resiliency workshop - the place of these workshops is still controversial in AVP - is it part of AVP workshop programme as an advanced, or is it separate? Different in countries where there has been war and few trauma resiliency resources need these workshops. This Working Group will not make the decision, more likely to be AVP Education. In the Facilitators Training Manual trauma workshops were included in Continuing Learning.
-
- Reports from those working on sections of the international resource guide
 - Put into google docs so we can all edit in a different colour
 - Add establishment to sustainability or “getting started and keeping it going”
 - Keep terminology simple. Reading age of 10
 - Bronwen suggest focus on the topic- clarity, trying to do it all in one document
 - Mary- need an agreed outline of a list of topics and arrangement, Do we create a one stop shopping manual?
 - Malcolm Outline: then information can be collected and edited under each topic. Review existing documents by other groups.
 - Saskia: AVP principles in meetings, draft. See google doc, and please review, add your suggestions.
 - Elke: sent through policies used in AVP Germany.
 - Mary on outline of organising kit: review existing kits from US, Britain, Australia (collection of docs for consultation in wiki), to develop outline. Use as template Ch 4 in US kit then add things relevant to international communities. British manual structure is good. Yellow tab- on US kit Mary’s draft outline. Develop each topic as a separate resource tab? Concern is that there is much overlap between sections. The US manual is slim, but important detail is in the large appendices. Hard to find information. No need to write from scratch, just organise to make more accessible. Agreed by consensus.
 - Malcolm: Collect wisdom from various sources on topics, subtopics. Outline will be dynamic- starting point. Also AVP Germany document already sent to everyone, and AVP California policy docs- Saskia to send.
 - - Thomas Boyd has produced a resource for groups on funding- will be on website.
 - - Jane and Martin - "Frequently Asked Questions"
 - - Joe and Jane - "Sustainability and Governance" of Local AVP Groups/Councils, etc.

- - Saskia - Implementing AVP principles in local organization meeting
- https://docs.google.com/document/d/15Zcp8j5mdN3MqG5S_PK2RtNUtE7AbTonGkB9cmFEkOQ/edit#
- - Mary - to report on her review and edit of the US Organizing Kit for use on the international level, for local groups
- - Elke was to identify templates that are used in the Germany AVP Organization and report those to the group
- Other items to discuss
- Bronwen – update on the current status of the AVP International development
- Actions for the next meeting
 - Look at US Organization Kit, Britain Regional Handbook, Sydney wiki.
 - Each of us have a page outline structure for the next meeting - and submitted to everyone by 24th November 2014
- name of this working group - brainstorm
 - local resource guide
 - development and establishment of AVP groups
 - AVP International Organising *resource* Guide
 - Organizing Kit: International resource guide for local AVP groups
 - AVP International for Local AVP groups
 - How to guide,
 - The Guide Working Group
- Decision
 - **Organising Kit Working Group**
 - **Organizing Kit: International *resource* guide for local AVP groups**
- plan on how to proceed toward completion of the subcommittee's tasks
- other items from committee members
- closing statements
- period of silent reflection
- next skype call date and time December 1, 2014, 8am New York time